

MONTH END CLOSE & EXPENSES UPDATE

Greetings,

Below please find two updates from the WyoCloud Team.

June Closed

The month of June was closed yesterday, Tuesday, July 24, in WyoCloud Financial Management. It is recommended you begin by reviewing the [Account Analysis Report](#) in WyoCloud Financial Management Reports and Analytics. The [TouchNet Report](#) for the month of June is also available to view. A TouchNet Report for the dates of July 1-July 23 is available for you to review, and will be updated again once July is closed. A summary of additional transactional reporting options can be found in these [Quick Reference Guides](#).

While the system is closed for June, the Financial Affairs team will continue to take steps to formally close FY18. One of these steps includes preparing the system to begin paying suppliers on PO invoices from FY18. Another of these steps include loading the FY19 budget into Budgetary Control, where many users view their budgets. Once this step is complete, we will notify you. Until then, it is recommended you view your FY19 budget in the WyoCloud Planning and Budgeting System. If you do not have access to this system, you can work with the [licensed user](#) in your area to export reports. You can also view the final board of trustees approved budget on the [budget office website](#). Information on year-end close and the corresponding calendars can be found on the [WyoCloud website](#).

Itemized P-Card Expense Items

Due to a system issue, users have not been able to process itemized p-card expense items. Oracle has provided a solution to this issue, and **users are now able to process itemized p-card expense items as normal**. Information on how to process an itemized p-card expense item can be found in step three of this [Quick Reference Guide](#).

If you need assistance, please contact the UW Help Desk and submit a ticket. The UW Help Desk is your first resource and quickest response for questions. You can contact the Help Desk by emailing userhelp@uwyo.edu or by calling 766-4357 and selecting option #1.

Best,
The WyoCloud Team

Contact Information

The WyoCloud Team
Email: wyocloud@uwyo.edu
www.uwyo.edu/wyocloud

Need help with WyoCloud?
Contact the UW Help Desk
766-4357, Option #1
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